

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

December 12, 2006, 10:00 AM
Madren Conference Center, Boardroom

Minutes

Present: Lydia Arneson, Maranda Arnold, Teresa Blanding, Lynn Boiter, Deanna Burns, Deborah Cantrell, Kristina Cathcart, Richard Cowan, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Carrie DuPre, Mike Edwards, Negar Edwards, Ellen Gideon, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Linda Kanaley, Naomi Kelly, Marty King, Al Littlejohn, Julia McBride, Carolyn McGaha, Cindy Owens, Jenny Peay, Ida Pinson, Susan Pope, Dan Schmiedt, Bill Shivar, Wanda Smith, Marlene Ventura

Absent: Gail Bryson, Barbara Emkin, Evelyn Gantt, Bill Hughes, Billie Jones, Steve Shiflet, Charlotte Swafford

Guest: Tom Ward

President Lynn Boiter called the meeting to order.

1. **Approval of Minutes:** Mike Edwards moved to approve the minutes of the November 14, 2006 Classified Staff Senate meeting as submitted. Al Littlejohn seconded the motion, and the vote was unanimous.
2. **Open Commentary:** None.
3. **Announcements from the President**
 - A. **Academic Council,** Dan Schmiedt. The Council met on Monday, November 27. 1) Approved changing the name of the Department of Genetics, Biochemistry and Life Science Studies to the Department of Genetics and Biochemistry. This change was made to more accurately reflect the mission of the department. 2) Approved changing the name of the Department of Computer Science to the School of Computing. This program has traditionally focused on computer programming, but this change would add networking and other classes necessary to the computing field. 3) Dr. Deborah Jackson led a presentation on WEAVE, a software program designed to help with the accreditation process. The next meeting is Monday, January 29.
 - B. **Administrative Council,** Lawrence Nichols. No report.
 - C. **Board of Trustees,** Lynn Boiter. The next meeting is scheduled for February 7-8, Columbia, South Carolina.
 - D. **Governmental Affairs,** Dan Schmiedt. No report.
 - E. **President's Cabinet,** Lynn Boiter. The Cabinet met Monday, December 12. 1) Bob Becker with the Strom Thurmond Institute presented a report titled "The SC - US Income Gap with Some Migration Trends." The report was requested by Senator Richie. It notes trends and demographics in South Carolina and that relationship to higher education. The report can be viewed at <http://www.strom.clemson.edu/>. 2) Jim Bottum, Chief Information Officer and Vice Provost for Computing and Information Technology has met with 48 IT Units across campus. He is looking for ways to make the division more efficient and effective. 3) Jim Pepin from the University of Southern California was named as the Chief Technology Officer for DCIT. 4) Tim Kelly from Indiana University was named the Executive Director of Telecommunications and Networking Services. His field of expertise is networking. 5) Information from HR regarding

changes to the voucher and special pay process will be forthcoming. The changes should streamline the process.

F. Other:

1) **Human Resources**, Lawrence Nichols. No report.

4. **Treasurer's Report**, Cindy Owens. The Endowment principle is to \$201,489.29. The regular budgeted E&G spending account balance is \$3,835.14 in Other and \$1,000.00 in Travel. The Vending balance is \$4410.27. Richard Cowan moved to approve the report as submitted. Al Littlejohn seconded the motion, and the vote was unanimous.

5. Committee Reports

A. Standing Committees

1) **Activities**, Julia McBride.

- Holiday Service Project - The donation boxes will be collected Thursday, December 14. Julia McBride and Negar Edwards will deliver the donations to Anderson Interfaith Ministries. A picture will be included in the upcoming CSS newsletter.

2) **Communications**, David Crockett.

- Newsletter – A printed newsletter will be distributed to faculty and staff in January. Anyone wishing to submit information should contact Dave Crockett via email at crocket@clemsn.edu.
- Photos - Website photos are needed from the following individuals: Wade Culler, Billie Jones, Ida Pinson, Negar Edwards, Charlotte Swafford, Carolyn McGaha, Teresa Blanding, Wanda Smith, Evelyn Gantt, Naomi Kelly, Ellen Gideon, Reggie Hawthorne, Deborah Cantrell and Carrie Dupre.

3) **Membership**, Deborah Cantrell.

- Area 24 Appointment – Deborah welcomed Carrie DuPre to the CSS. She was appointed to represent Area 24. She works for Publications and Promotions.

4) **Policy and Welfare**, Michael Edwards.

- Tuition Assistance – More information will be forthcoming.
- Top 20 Survey Update - 75% of the information has been received from the institutions contacted. The results should be completed and presented by February 2007.

5) **Scholarship**, Jenny Peay.

- A planning meeting will be held in January for the May 18 golf tournament.

B. University Committees

1) **Accident Review Board**, Charlotte Swafford. The next meeting is scheduled for January 8.

2) **Alcohol & Other Drugs Task Force**, Deborah Cantrell. Has not met.

3) **Athletic Council**, Ron Addis. The Clemson University Athletic Council met on Nov. 15. Van Hilderbrand explained the process for ESPN Gameday at Clemson for the homecoming game with Georgia Tech and distributed a schedule of events to take place. Faculty Athletic Representative Larry LaForge discussed the Graduation Success Rate (GSR) Report for Clemson. He also discussed several items from the ACC Fall Meeting in Chapel Hill, including the Student-Athlete Opportunity Fund and Special Assistance Fund, ACC postgraduate scholarships, and other topics. Athletic Director Terry Don Phillips discussed the process for including Coach Danny Ford's name with the championship team's Ring of Honor display. Loreto Jackson announced Clemson University was recognized as 1 of 5 institutions out of 117, for a Sportsmanship Award for efforts with Clemson's Solid Orange Campaign. Bill D'Andrea noted that the Seat Equity Plan for football tickets will be coming in the spring semester and will be implemented in 2008. Parking and tickets will be based on IPTAY membership level.

4) **Bookstore Advisory**, Negar Edwards. The bookstore buys textbooks back at the rate of 50% of the new textbook price. The used textbooks are re-shelved and priced at 75% of the

new textbook price. All Clemson employees receive a 10% discount at the campus Barnes and Noble Bookstore. Barnes and Noble also honor the 10% discount at their Greenville locations. Discount cards are available upon request.

- 5) **Faculty Senate Budget Accountability**, Lynn Boiter. No report.
- 6) **CATS**, Robbie Nicholson. No report.
- 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
- 8) **Clemson University Environmental**, Chris Sober. No report.
- 9) **Clemson University Foundation Board**, Lynn Boiter. No report.
- 10) **Council on Community & Diversity**, Rosa Grayden. No report.
- 11) **Human Resources Advisory**, Julia McBride. Tom Ward is scheduled to address HRAC at the December 13 meeting. Other agenda items are related to insurance and special pay.
- 12) **Joint City/University**, Deborah Cantrell. No report.
- 13) **Library Advisory**, Wade Culler. Has not met.
- 14) **Parking Advisory**, Dan Schmiedt. Met November 16. 1) The PTMPS is proceeding as planned. Progress can be tracked by visiting Parking Services website <http://stuaff.clemson.edu/parking/masterplan/>. 2) CAT service is being reduced for the BRIDGE Program due to lack of students utilizing the service. 3) The parking deck at ICAR is progressing well. 4) In January or February of 2007, parking enforcement officers will begin using electric vehicles instead of gas fueled service trucks. 5) Parking Services is looking into developing a golf cart policy. The Parking Advisory recommendation is to first have a golf cart registration. This will identify the number and locations of existing golf carts. 6) The group discussed the problem of disabled and stored state vehicles on campus. Geary Robinson is researching the problem. 7) A representative of the Student Senate made a proposal for Parking Services to offer a carpool permit. The permit would allow the student vehicle to park in a better student space. Both carpool participants would receive 3 (three) parking passes to be used in extenuating circumstances.
- 15) **President's Commission on the Status of Black Faculty & Staff**, Rosa Grayden. No report.
- 16) **President's Commission on the Status of Women**, Susan Pope. 1) The Commission's guest, Michelle Chin, shared her experience of an externship with the Douglass Women's College while a student at Rutgers University. She shared ideas and hopes that CU will develop a service like this for students. Much discussion followed. 2) Compensation and Benefits reported an update with discussion regarding the study of salaries and how faculty/staff receive raises. Also the survey will be ready for distribution early spring semester. 3) Campus Events reported on the annual awards which will be presented in March and the Women's Studies Planning Schedule for 2007. Also it was pointed out that February 13th; the Commission will host the Women's Leadership in Local Politics and Community Service Forum. 4) Discrimination and Sexual Harassment reported that an official request has been submitted for the South Carolina Women in Higher Education Associations for their consideration for CU to host the 2008 statewide conference. 6) An update on the Diversity Council was shared indicating the website is up and they are meeting weekly to discuss various topics including public prayer. 7) Thanks to Robbie Nicholson and Susan Pope for attending the Clemson University sponsored Professional Development for Women Conference which was held in Asheville, NC on Monday, December 4th as representatives for the CU WC.
- 17) **Recreation Advisory**, Dexter Hawkins. Has not met.
- 18) **South Carolina State Employees Association**, Julia McBride. See announcements.
- 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. Has not met.

6. **Unfinished Business:** None.

7. New Business

- A. CSS Reorganization – Dan Schmiedt moved that, pending final approval of the Administrative Council, the Classified Staff Senate follow recommendation #3 of the University Task Force on the Status of Lecturers and Unclassified Staff, and: 1) Include permanent unclassified staff in its body of representation. 2) Change the name of the organization to ‘Staff Senate.’ 3) Make appropriate changes to the by-laws to be approved by the entire senate. Rosa Grayden seconded the motion. After some discussion regarding grant and temporary unclassified employees, Dan Schmiedt moved to amend the motion to include: 4) Continue investigating the addition of other unclassified staff to the staff senate for representation. Deborah Cantrell seconded the amended motion and the vote was unanimous.

8. Announcements

- A. Staff are encouraged to attend the General Faculty/Staff Meeting on Wednesday, December 20, 1:00 p.m., Brooks Theatre. The Provost’s Holiday Reception will immediately follow the meeting in the Brooks Center lobby.
- B. Graduation is scheduled for Thursday, December, 21, 11:00 a.m., Littlejohn Coliseum. Lynn Boiter will participate on behalf of the CSS.
- C. The Annual South Carolina State Employee/Retiree Association Day at the Statehouse in Columbia is scheduled for Tuesday, February 6. Contact Julia McBride at mcbride@clemsun.edu for additional information.

- 9. Adjournment:** Ellen Gideon moved to adjourn. Negar Edwards seconded the motion, and the vote was unanimous. There being no further business, the meeting adjourned.

Next Meeting: January 9, 2007, 10:00 AM, Student Senate Chambers